

## FUNCTIONS

FORMS  
MGMTCORRESP.  
MGMTREPORTS  
MGMT

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1. Recruitment
2. Appointment
  - a. Transfer from other agency
  - b. Direct
  - c. Excepted appointment
  - d. Detail
  - e. Consultants & experts
3. Reassignment (Aldg.)
  - a. Transfers
  - b. Career designations
  - c. Details
4. Promotions a. Grade b. Within grade
5. Demotions
6. Suspensions
7. Reassignment (to field)
8. Separation
  - a. Resignation
  - b. Transfer to other agency
  - c. Firings
  - d. Retirement
9. Return to duty
10. Grievances & complaints
11. Fitness reporting
12. Pay administration
13. Incentive, honor, & longevity awards.
14. Time and attendance
15. Leave administration
16. Military deferment
17. Insurance & hospitalization
18. Claims (damages, injury, disability, etc)
19. Employee Services
20. Personnel Records & Reports

INSTRUCTIONS	MAIL PROCESSING	OFFICE MACH.	RECORDS	SYSTEMS	FORMS	MGMT	CORRESP	MGMT	REPORTS	MGMT	INSTRUCTIONS	MAIL PROCESSING	OFFICE MACH.	RECORDS	SYSTEMS (Manual)	MACHINE	RECORDS	VITAL	MATERIAL	DISP
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